

## **Reference Form for the Resident Assistant Position**

Reference For \_\_\_\_\_

Date \_\_\_\_\_

### ***To the applicant:***

Under the terms of the Family Education Rights and Privacy Act of 1974, as amended, with regard to this reference: (please check one)

\_\_\_\_\_ It is my desire that this letter remain CONFIDENTIAL; that is, I wish to waive my access to this letter.

\_\_\_\_\_ It is my desire that this letter remain OPEN; that is, I wish to retain my right of access to this letter.

This letter will be used strictly as a part of your application for employment and for no other purpose.

Signature \_\_\_\_\_ Date \_\_\_\_\_

After completing this section, give this form to the individual who will be completing this recommendation.

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### ***To the individual completing this form:***

The Office for Residence Life employs approximately 110 undergraduate and graduate students as Resident Assistants. These individuals live in the residence halls and their primary role is to assist the students living in the residence halls by providing emotional support, academic advisement, and social and educational opportunities/programs. For a more detailed outline of the Resident Assistant's duties and responsibilities, please see [http://www.villanova.edu/studentlife/reslife/ra/prospective/job\\_description.htm](http://www.villanova.edu/studentlife/reslife/ra/prospective/job_description.htm).

**In a separate document, please write a letter of recommendation for the candidate. Please include the following information:**

- How well and in what capacity you know the candidate.
- Your impressions of the candidate's leadership ability, judgement, responsibility and work ethic.
- Your impression of the candidate's ability to perform the functions of the Resident Assistant position as described in the [job description](#).
- Please be sure to sign the letter and return it to the Office for Residence Life; 2nd Floor, Kennedy Hall; Villanova University; Villanova, PA 19085-1699 **by Friday, February 5, 2010.**